

**LEGISLATIVE
RESEARCH COMMISSION**

**REPORT
TO THE**

1977

GENERAL ASSEMBLY OF NORTH CAROLINA



**FEMALES IN THE
DEPARTMENT OF
CORRECTION**

RALEIGH, NORTH CAROLINA



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PREFACE

The Legislative Research Commission, authorized by Article 6B of Chapter 120 of the General Statutes, is a general-purpose study group. The Commission is co-chaired by the Speaker of the House and the President Pro Tempore of the Senate and has five additional members appointed from each house of the General Assembly. Among the Commission's duties is that of making or causing to be made, upon the direction of the General Assembly, "such studies of and investigations into governmental agencies and institutions and matters of public policy as will aid the General Assembly in performing its duties in the most efficient and effective manner" (G.S. 120-30.17(1)).

At the direction of the 1975 General Assembly, the Legislative Research Commission has undertaken studies of twenty-nine matters. These studies were divided into ten groups according to related subject matter. The Co-Chairmen of the Legislative Research Commission, under the authority of General Statutes 120-30.10(b) and (c), appointed committees to conduct the studies, the committees consisting of members of the General Assembly and of the public. Each member of the Legislative Research Commission was given responsibility for one group of studies, and served as chairman of the committees appointed within his area of responsibility. Co-Chairmen, one from each house of the General Assembly, were designated on each committee.

The study of the programs available to Females in the Department of Correction is one of the Department of Correction Matters assigned to Senator Luther Britt. Appointed as Co-Chairmen were Representative Lura Tally and Senator Lamar Gudger. A membership list of the Legislative Research Commission and one of the Committee on Females in the Department of Correction may be found in Appendix A.

COMMITTEE PROCEEDINGS

Pursuant to Section 11.2 of Chapter 851 of the 1975 Session Laws, the Legislative Research Commission Committee on Females in the Department of Correction (hereinafter referred to as "the Committee") was appointed and charged with the evaluation of "the educational, vocational, and rehabilitative programs available to females committed to the custody of the Department of Correction, . . ." The Committee was further directed to "recommend possible improvements and additions to these programs." See Appendix B for a copy of Section 11.2 of Chapter 851.

The Committee has held nine meetings, all in the Legislative Building in Raleigh. The first meeting was devoted to planning the approach to be taken in the course of the study, the reasons behind initiation of the investigation, and the sources from whom the Committee felt input would be necessary.

At the second meeting, Mr. W. Kautzky, Assistant Director of Prisons, and Mr. Lewis Powell, acting Superintendent of the North Carolina Correctional Center for Women (hereinafter referred to as "N.C.C.C.W.") made presentations before the Committee. They explained the philosophy underlying the provision of programs and services for female inmates and described the physical layout of N.C.C.C.W. The afternoon portion of the meeting was devoted to a tour of the facility itself. Several members of the Committee visited N.C.C.C.W. on other occasions to talk with inmates and members of the staff.

The agenda for the third meeting included a number of interested citizens not employed within the Department of Correction.

Mrs. Cookie McGee, a member of the Commission on Correctional Programs presented a number of suggestions for the improvement of N.C.C.C.W. based on what she perceived to be the most serious problems. The next presentation was made by Ms. Brooke Whiting of Action for Forgotten Women. Ms. Whiting discussed the reasons behind the inmate demonstration which occurred at N.C.C.C.W. in June, 1975, and, what she considered to be, the unfair reprisals that followed it.

The next person appearing was Mr. Fred Morrison, Executive Director of the Inmate Grievance Commission. Mr. Morrison outlined the procedures followed in filing a grievance and a brief history of the Inmate Grievance Commission. Mr. Lewis Turner, an ex-offender appeared next and gave his first-hand impressions of the problems within our prison system. Ms. Ann Sheppard Turner, then released from custody on an appeal bond, addressed the specific problems of safekeepers.

Members of the staff at N.C.C.C.W. were recognized for presentations on in-unit programs. Each staff person discussed the area of his or her responsibility. The final presentation of this meeting was made by Mr. Lemuel Shirley, an attorney who told the Committee that he was improperly incarcerated for six months. Mr. Shirley discussed the major recent court cases concerning prisoners' rights.

The fourth meeting was devoted to a discussion of those sections of the General Statutes of North Carolina which relate specifically to female prisoners.

At the fifth meeting, the Committee discussed a variety of statistics which the staff at N.C.C.C.W. had compiled at the

Committee's request. An effort was made to understand the most common traits of female inmates. The Committee also reviewed a report by four doctors on medical services at the facility. The report was in response to complaints by inmates of inadequate medical services.

At the sixth meeting the Committee pursued in depth several of the programs which had been given brief treatment in the general presentations. Both psychological and medical services were discussed at length. Mrs. Hallie Wilson was introduced to the Committee. Mrs. Wilson is the new superintendent at N.C.C.C.W.

The first speaker at the seventh meeting was Dr. Elizabeth Suval who teaches criminology at North Carolina State University. Dr. Suval directed her comments to the broader aspects of women in prison, advising the Committee to carefully look at staffing requirements for any new programs they recommended. She stressed the importance of involving as many inmates as possible in programs, and the need to increase the educational level of the staff. The Committee discussed the recommendations to be included in its interim report and directed that several matters beyond the scope of the charge of the Committee be referred to the Commission on Correctional Programs. A copy of the letter requesting that the Commission on Correctional Programs review several matters may be found in Appendix C. Mr. Lemuel Shirley appeared again and discussed recent court cases as they related to North Carolina prison policies.

Mr. Felton Smith, of Second Chance, Inc., appeared at the eighth meeting. Mr. Smith explained that his organization hoped to reduce recidivism by working with ex-offenders, helping them to re-adjust to life in free society. He stated that although the

organization is based in Raleigh, it hopes to be able to assist ex-offenders statewide. The Committee finalized the recommendations contained in its interim report.

At the ninth meeting the Department of Correction responded to each of the recommendations contained in the Committee's interim report. A copy of the response is contained in Appendix D. The Committee then reevaluated their recommendations. The Committee staff was directed to begin drafting a final report.

A tenth meeting was held at which the Committee gave final approval to the report.

FINDINGS AND RECOMMENDATIONS

The Legislative Research Commission Committee on Females in the Department of Correction, after a review of the data it has collected, and for the reasons set forth below, makes the following recommendations:

A. Vocational Training

The Committee has found that equipping inmates to get good jobs upon their return to society is the best way to reduce recidivism. It is important that the skills taught to inmates be those that will enable them to get worthwhile employment. Preparing an inmate for only menial work may be laying the foundation for frustration and a return to crime. The Committee's Interim Report recommended an increased emphasis on vocational training in marketable skills. The staff at N.C.C.C.W. supported this recommendation.

A significant achievement in this area will be realized in January, 1977, when a new cosmetology training program begins. A federal grant will be used to purchase the building and equipment and pay the salaries of the instructors for two years. At that time the federal funds will be depleted. The Committee commends the staff at N.C.C.C.W. for the effort expended to acquire the federal grant and encourages them to pursue further federal funding at the expiration of the initial grant.

A lack of qualified instructors has hampered vocational training efforts. Wake Technical Institute has been reluctant

to duplicate programs so as to make them available on campus. Because there are several correctional institutions in Wake County, Wake Tech has an extremely heavy burden to bear. The Committee finds, however, that co-operation between the Technical Institute and N.C.C.C.W. is crucial to a viable vocational training program. The Committee feels that adequate funding should be appropriated to enable Wake Tech to send instructors to N.C.C.C.W. Appendix E contains a tentative budget for such a program, prepared at the Committee's request by officials at Wake Tech. A final proposal would, of course, require extensive planning by officials at both institutions.

Another obstacle to the development of more vocational training courses has been the lack of an adequate facility in which to train inmates. In its Interim Report the Committee recommended conversion of any available building for use in vocational training and construction of a new building if none were available for conversion. The Department has reported that plans are being made to convert the laundry building, which is no longer being used for that purpose, into a vocational training building. The secretarial science course would be housed there, as well as new training programs in printing, dressmaking, and upholstery. The Committee feels that this conversion should be a high priority item in the N.C.C.C.W. budget.

RECOMMENDATION 1: GREATER EMPHASIS SHOULD BE PLACED ON VOCATIONAL TRAINING WHICH WILL ENABLE INMATES TO BECOME PRODUCTIVE MEMBERS OF SOCIETY UPON THEIR RELEASE.

RECOMMENDATION 2: THE GENERAL ASSEMBLY SHOULD
APPROPRIATE FUNDS TO ENABLE WAKE
TECHNICAL INSTITUTE TO CONDUCT CLASSES AT
N.C.C.C.W.

RECOMMENDATION 3: PLANS TO CONVERT THE LAUNDRY INTO A
VOCATIONAL TRAINING BUILDING SHOULD BE COMPLETED AND
IMPLEMENTED.

B. Contracting With Private Industry

The Committee feels that private industry offers a resource which can be utilized to train inmates in marketable skills while enabling those not qualified for work release to earn wages on-campus. Private industry could be recruited to employ inmates on jobs to be performed within the facility. Assembly line work on small products would probably be most amenable to this type of project. Industry should be attracted to such a program as a source of labor, as a means of training future employees, and as an opportunity to perform a civic service. Any equipment needed would be provided by the private company involved, and work would be done in existing facilities. Money earned by inmates, as with those on work release, could be used to help defray the costs of their incarceration, to help support children or other relatives outside the prison, and to provide savings upon release.

Prison officials expressed concern over the possibility of competing with private enterprise. The Committee feels that this concern results from a misunderstanding of the nature of

the proposed program. As viewed by the Committee, this project would be an application of the principles of private enterprise. No prison industry would be involved. A company from the private sector would be employing inmates as workers, just as with the work release program. The only difference would be that the labor would be done on-campus, thus creating the opportunity for participation by inmates who are not allowed to leave the facility.

RECOMMENDATION 4: PRIVATE INDUSTRY SHOULD BE CONTRACTED WITH TO EMPLOY INMATES ON JOBS WHICH CAN BE ACCOMPLISHED WITHIN N.C.C.C.W.

C. Job Placement At State Institutions

The Committee has found that a number of benefits could be attained by placing inmates in jobs in State-operated institutions such as those provided for the mentally ill. Because security is maintained at these institutions, inmates not otherwise eligible for work release could be employed. A need exists for nurses' aids and similar workers which could be alleviated through such a program and which will create a market for the experience gained by an inmate upon her release. This type of work would enable motivated inmates to perform a worthwhile task and realize a feeling of accomplishment.

N.C.C.C.W. officials stated that they believed such a program "would be of tremendous benefit to both mental health institutions and to this correctional community if the inmates were in Honor Grade and provided a method" could be devised for implementation. The Committee feels that this view is too

restrictive. Only a small number of inmates are in Honor Grade at any given time and most of them participate in other programs. The Committee feels that a program of this nature could include any woman in minimum custody. There are currently about 290 inmates so classified. Department of Correction regulations limit off-campus work opportunities to those inmates in Honor Grade. Until several years ago, anyone in minimum custody qualified. The Committee finds that this policy should be reviewed. Even if it should be determined that all minimum custody inmates should not be allowed to participate in the general work release program, it appears that no good reason exists for denying them access to the program suggested here.

RECOMMENDATION 5: THE DEPARTMENT OF CORRECTION SHOULD REVIEW THE POLICY PROHIBITING MINIMUM CUSTODY, NON-HONOR GRADE INMATES FROM RECEIVING OFF-CAMPUS WORK ASSIGNMENTS.

RECOMMENDATION 6: MINIMUM CUSTODY INMATES SHOULD BE GIVEN WORK ASSIGNMENTS AT MENTAL HEALTH INSTITUTIONS AND OTHER STATE-OPERATED FACILITIES WHERE THEIR SERVICES ARE NEEDED AND MEASURES TO INSURE SECURITY HAVE ALREADY BEEN TAKEN.

D. Job Placement

Effective job placement is essential if inmates are to be returned to society in a useful capacity. Vocational training is meaningless unless the person who has received it has an opportunity to use the newly acquired skills. In times of high levels of unemployment, it is especially difficult to find work for a person outside the facility, locating a job before release can be nearly impossible.

The need to find a job before release is critical in the parole context under current policy. N.C.C.C.W. officials informed the Committee that most women must have a job arranged before the Parole Commission will grant her a parole. While there are exceptions to this approach, that is the general policy. The Committee has found this policy to be arbitrary and unfair. Although release might be hinged on success in locating a job, the grant of a parole should not be. It would make the search for employment somewhat easier if an inmate could state as a certainty that she was available to work if hired. Under the present system, the inmate can only make a conditional application. The Committee feels that this additional obstacle should be removed.

The staff at N.C.C.C.W. agreed that efforts to place inmates in jobs should be increased. They felt that three new staff persons and an additional vehicle were needed. The Committee feels that the best way to improve the job placement capacity of the prison is to more effectively use home leave and similar programs as an opportunity for an inmate to locate a job. The Committee received testimony that most home leaves were permitted only on weekends, when it is difficult to apply for most jobs. By allowing leaves during normal business days, inmates would be able to improve the chances of locating jobs on their own. The Committee is not opposed to increasing the staff devoted to job placement, but feels that the first step should be to utilize the opportunities already available.

RECOMMENDATION 7: EFFORTS TO PLACE INMATES IN JOBS UPON

THEIR RELEASE SHOULD BE INCREASED AND ALL LEAVE PROGRAMS SHOULD BE UTILIZED FOR THIS PURPOSE.

RECOMMENDATION 8: THE RIGHT TO PAROLE SHOULD NOT BE CONTINGENT UPON HAVING A JOB, ALTHOUGH, WHERE APPROPRIATE, A PAROLEE COULD BE HELD IN CUSTODY UNTIL A JOB IS LOCATED.

E. Adult Basic Education (ABE)

In its Interim Report the Committee recommended that Adult Basic Education courses be made available to any inmate with a sentence of more than two years who had not graduated from high school. N.C.C.C.W. officials stated that ABE is available to all inmates and that inmates are invited to go to school part time to achieve their GED. They also informed the Committee that the invitation is extended when an inmate enters the system and that the learning lab is open every day from 3:30 P.M. to 4:30 P.M. The Committee feels that inmates should be periodically informed of the accessibility of ABE. When first coming to prison, many women are unable to rationally decide whether or not to go to school. Attitudes also change over a period of time. One invitation at the outset does not sufficiently demonstrate the availability of the program.

The Committee also feels that the learning lab should be open more than one hour per day. Many of the women may not finish their work assignments until 4:30 P.M. They would be unable to use the lab at all. N.C.C.C.W. staff expressed the opinion that

adult inmates are not very interested in furthering their education. A change in attitude by the staff might show this opinion to be incorrect.

RECOMMENDATION 9 : COURSES IN ADULT BASIC EDUCATION AND THE USE OF THE LEARNING LAB SHOULD BE MADE MORE ACCESSIBLE TO INMATES.

F. Teaching and Tutoring by Inmates

The Committee has found that there is a lack of teachers for vocational training programs. In addition, more instructors could be used in academic classes. Department of Correction policy, however, opposes the use of inmate instructors because it places one inmate in a position of authority over other inmates. It is felt that such a situation places stress on the inmate instructor. At N.C.C.C.W. an inmate teaches an art class, but the overall responsibility is with another person, not the inmate. The Committee has not been convinced of the dangers involved with having one inmate instruct others. However, it is obvious that in the instance with the art class, at least, the staff has found a means of utilizing a recognized ability within the restrictions of departmental policy. The Committee recommends increased utilization of teaching abilities of inmates.

The staff at N.C.C.C.W. also noted that a great deal of teaching on an informal one-to-one basis takes place in the dormitories. The Committee does not feel that this should be

viewed as lessening the responsibility of the staff to provide academic training. The informal teaching is, however, beneficial to the inmates and should be encouraged.

RECOMMENDATION 10: THE TEACHING AND TUTORING SKILLS OF INMATES SHOULD BE UTILIZED TO THE GREATEST EXTENT POSSIBLE.

RECOMMENDATION 11: INFORMAL INSTRUCTION SHOULD BE ENCOURAGED AND WHERE ACHIEVEMENT CAN BE DEMONSTRATED, IT SHOULD BE REWARDED.

G. Pre-Release and Aftercare Program

The Committee's Interim Report recommended expansion of the Pre-Release and Aftercare Program. The Committee feels that this program provides contact with inmates at the most crucial time in terms of their readjustment to life in free society. For this reason, the program should be expanded to reach as many inmates as possible whose records indicate that they would benefit from it.

Because even an expanded program would not reach all women about to leave the prison system, N.C.C.C.W. has begun its own Re-Entry Program. In many respects the Re-Entry Program is similar to Pre-Release and Aftercare, but has much greater emphasis on the problems most likely to be faced by a woman. While the staff at N.C.C.C.W. feels that the Pre-Release and

Aftercare Program is excellent, they noted that it does not contain programs directed at the specific needs of women.

RECOMMENDATION 12: THE PRE-RELEASE AND AFTERCARE PROGRAM SHOULD BE EXPANDED AND SHOULD DEVELOP TECHNIQUES RECOGNIZING THE SPECIFIC PROBLEMS CONFRONTING WOMEN UPON THEIR RELEASE FROM PRISON.

H. Physical Examinations and Extensive Body Searches

The Committee received testimony to the effect that body searches for contraband, including vaginal examinations, have been conducted at N.C.C.C.W. by staff persons with no medical training. The complaints have included allegations that precautions have not been taken to insure the use of sanitary implements in these searches. Prison officials stated that all vaginal and pelvic examinations have been conducted by registered nurses, that either a nurse or a physician conducts all physical examinations, and that all instruments are sterilized. The Committee makes no finding as to what has taken place in the past, but feels that, if based on fact, such complaints are very serious.

RECOMMENDATION 13: IN THE FUTURE, ALL PHYSICAL EXAMINATIONS OR EXTENSIVE BODY SEARCHES AT N.C.C.C.W. SHOULD BE CONDUCTED BY, OR UNDER THE SUPERVISION OF, A LICENSED PHYSICIAN OR REGISTERED NURSE.

I. Medical Staff

There have been many inmate complaints about inadequate

medical treatment at N.C.C.C.W. For the most part, these complaints have centered on the unwillingness of the staff to accept the validity of claims of illness by inmates. The Committee recognizes the problem confronting medical personnel in a prison setting: it can be difficult to determine if an inmate is really ill, or feigning sickness to avoid an unpleasant work assignment. The Committee feels, however, that in constantly facing this problem, even the most conscientious nurse or physician may become too willing to disbelieve an inmate. No matter how many malingerers are treated, every effort must be made to insure that treatment will be provided when needed.

In its Interim Report, the Committee included a tentative recommendation that personnel on the medical staff be rotated regularly so that no physician or nurse would be continuously treating inmates over a long period of time. The Department's response indicated that it would be extremely difficult to find the personnel outside N.C.C.C.W. with whom to rotate the staff. As an alternative approach, it was suggested that a one-month sabbatical every other year in which prison medical personnel exchanged places with health care providers outside the prison system would be beneficial. The Committee feels that this would be a step in the right direction, although later evaluation will be needed to see if it is sufficient to alleviate the problem.

RECOMMENDATION 14: THE DEPARTMENT OF CORRECTION SHOULD
DEVELOP AND ADOPT PROCEDURES WHICH WILL ENABLE MEDICAL
PERSONNEL TO PERIODICALLY WORK OUTSIDE OF THE PRISON SYSTEM.

J. Psychological Testing and Psychological Services

Witnesses have testified that psychological tests administered to females entering the prison system and follow-up psychological services are inappropriate and inadequate. Members of the psychological staff at N.C.C.C.W. described for the Committee each test normally administered and stated their conviction that the battery of tests was adequate. This response, however, does not reach several of the concerns of the Committee. When asked if these tests were used in placing inmates on work assignments, officials responded that the tests used were not designed to discern vocational aptitude or preference. This response raised again the appropriateness of the tests used. The Committee also feels that the Department should reassess the amount of time spent testing inmates compared to the amount spent on counselling and follow-up. The prison officials agreed that more time should be spent on services other than testing and suggested the need for more personnel. The Committee feels that the manner in which the current staff is employed should be carefully evaluated. If it still seems necessary to hire additional staff, then such a proposal should be included in the budget request.

RECOMMENDATION 15: THE DEPARTMENT OF CORRECTION SHOULD
REVIEW AND REASSESS THE PSYCHOLOGICAL TESTING AND
PSYCHOLOGICAL SERVICES PROVIDED FOR INMATES AT
N.C.C.C.W.

K. "Security" building

Dormitory C is used at N.C.C.C.W. to isolate inmates who must be separated from the general prison population. Safekeepers are also housed there. These accommodations are much more Spartan in nature than in the regular dormitories. The Committee recognizes the need for such a structure.

Another much smaller building is known as "security." Inmates are placed in "security" for punishment. The Committee feels that the building has outlived its usefulness. It is unnecessary to list here the deprivations suffered by an inmate isolated in this facility. The Committee feels that such inhumane treatment, although used very infrequently, has no place in the prison system of North Carolina.

RECOMMENDATION 16: THE "SECURITY" BUILDING SHOULD BE
CONVERTED TO SOME OTHER USE IF FEASIBLE, AND
DESTROYED IF NOT AMENABLE TO CONVERSION.

L. Indefinite Non-punitive Segregation

Indefinite non-punitive segregation (INS) is an administrative isolation device for maintaining security and order in the prison

system. The procedure is employed throughout the prison system, not just at N.C.C.C.W. The Committee feels that the procedures employed violate the Constitutional rights of prisoners subjected to INS. Because the Committee did not have the resources to give this matter the careful scrutiny it deserves, and because the procedure is used in the entire prison system, the Committee referred consideration of this matter to the Commission on Correctional Programs (see Appendix C). The Committee has been informed that the Department of Correction is currently reviewing these procedures.

RECOMMENDATION 17: PROCEDURES CONCERNING INDEFINITE NON-PUNITIVE SEGREGATION SHOULD BE REVISED.

M. Voluntary Programs

The Committee feels that the general public offers a limitless reservoir of voluntary assistance for programs at N.C.C.C.W. Tapping this source, however, is a difficult and time consuming task. Some staff person must be given responsibility and sufficient time and resources to develop, institute, and coordinate voluntary programs. In its Interim Report the Committee suggested that the Chaplain would be a logical person to hold the position. The N.C.C.C.W. staff agreed that there is a need for a coordinator of voluntary programs. They maintain, however, that the Chaplain would be an inappropriate person to hold the post. Many inmates have complained that the only place volunteers want to take them is to church, that there is already sufficient emphasis on religion. The Committee finds this point to be valid.

The Committee also feels that some organization in the community to coordinate volunteer activity would be beneficial to these programs. A community council could work with the coordinator of voluntary programs to plan activities and to marshall volunteers.

RECOMMENDATION 18: A POSITION SHOULD BE ESTABLISHED AT N.C.C.C.W. FOR A COORDINATOR OF VOLUNTARY PROGRAMS.

N. Separation of Inmates

There is a single dormitory at N.C.C.C.W. for youthful offenders. At various times the number of youthful offenders is much greater than can be housed in that one dormitory. Even when all youthful offenders are housed together, there is a great deal of contact with older inmates. The staff at N.C.C.C.W. feels that this contact is detrimental to their efforts to intensify programs specifically directed towards youthful offenders. The Committee finds that this contact between youthful offenders and older inmates is contrary to the purpose of the youthful offender program.

The Committee also finds that the facilities for housing inmates being initially received into N.C.C.C.W. offer no opportunities for separation. Women entering the prison are all housed together while being tested and given work and living assignments. This can be a very confusing time for the new inmates and they may be especially susceptible to the influence of older, experienced inmates. The Committee feels that it is

important for the staff to have the ability to separate youthful offenders from older inmates. It may also prove beneficial to separate incoming inmates according to the nature of the crime of which they have been convicted.

RECOMMENDATION 19: A SEPARATE FACILITY SHOULD BE CONVERTED OR CONSTRUCTED FOR FEMALE YOUTHFUL OFFENDERS.

RECOMMENDATION 20: FACILITIES FOR HOUSING INCOMING INMATES SHOULD BE RENOVATED TO ENABLE MEANINGFUL SEPARATION OF THE INMATES.

O. Incentive Pay

The Committee has heard testimony indicating that groups of women working side-by-side on the same task have contained some women who were receiving incentive pay and some who were not. Prison officials stated that incentive pay is uniformly available to all women performing institutional work. The Committee feels that it is important for the morale of the inmates that they all receive the same treatment. Inequality of treatment is probably the most certain way to foster resentment and bitterness among inmates. The Committee makes no finding as to former practice with respect to incentive pay.

RECOMMENDATION 21: THE DEPARTMENT OF CORRECTION SHOULD MAKE INCENTIVE PAY UNIFORMLY AVAILABLE TO WOMEN PERFORMING INSTITUTIONAL WORK.

P. Inmate Program Planning

Coming into the prison system is very likely to be a confusing time for an inmate. She is surrounded by uncertainties. The Committee feels that by working with the inmate during orientation to set up an overall plan of activities -- work, schooling, vocational, etc. -- a stabilizing influence may be exerted. Many of the uncertainties will be resolved. The inmate will know what will be expected of her during the entire duration of her prison term. This advance planning should also help administrators project future demands on the various programs and services.

Prison officials stated that this type of planning already takes place. During her first interview with the Honor Grade Committee, the inmate signs a contract as to what she is to accomplish before her next review. The Committee feels that this approach could be developed into the overall program concept which it finds to be so important.

RECOMMENDATION 22: A COMPLETE PROGRAM SHOULD BE DEVELOPED FOR EACH INMATE AS PART OF THE ORIENTATION AND CLASSIFICATION PROCESS.

APPENDIX A

LEGISLATIVE RESEARCH COMMISSION MEMBERS

1975-76

<u>Name</u>	<u>Business Address</u>	<u>Phone</u>
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Rep. Glenn A. Morris	P. O. Box 1111 Marion, N. C. 28752	(704) 652-2456
Rep. Liston B. Ramsey	Marshall, N. C. 28753	(704) 649-3961
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Sen. Willis P. Whichard	P. O. Box 3843 Durham, N. C. 27702	(919) 682-5654

FEMALES IN THE DEPARTMENT OF CORRECTION

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Rep. Ralph Prestwood	116 Murdock Avenue Asheville, NC 28801	
Rep. Carl Stewart	211 West Third Avenue Gastonia, NC 28052	(704) 864-4578
Sen. I. C. Crawford	409 Jackson Building Asheville, NC 28800	(704) 252-6811
Sen. Katherine Sebo	907 West McGee Street Greensboro, NC 27403	(919) 299-0270

NOTE: Two of the members initially appointed to serve on the Committee, Ms. Judith Kraines and Rep. Lane Brown, resigned during the course of the study. Rep. Ruth Cook was appointed by the Speaker to replace Rep. Brown and the other vacancy remained unfilled.

APPENDIX B

EXCERPTED FROM CHAPTER 851 OF THE
1975 SESSION LAWS

"Sec. 11.2. In its study of programs available to Females committed to the Department of Correction the Legislative Research Commission shall evaluate the educational, vocational, and rehabilitative programs available to females committed to the custody of the Department of Correction, and recommend possible improvements and additions to these programs."

APPENDIX C

STATE OF NORTH CAROLINA
LEGISLATIVE RESEARCH COMMISSION
STATE LEGISLATIVE BUILDING
RALEIGH 27611



MEMORANDUM

TO: H. Edward Knox, Chairman
Commission on Correctional Programs

FROM: Lura S. Tally, Co-chairman
Lamar Gudger, Co-chairman
Legislative Research Commission Committee on
Females in the Department of Correction

RE: Referral of several matters

Pursuant to Chapter 851 of the 1975 Session Laws, the Legislative Research Commission Committee on Females in the Department of Correction has been appointed and charged with the evaluation of "the educational, vocational, and rehabilitative programs available to females committed to the custody of the Department of Correction" Many of the issues which have been raised during our Committee meetings also fall within the scope of the charge to the Commission on Correctional Programs set forth in Senate Joint Resolution 749 (ratified Resolution 120) of the 1975 Session of the General Assembly. The study with which the Commission on Correctional Programs has been charged is much broader in scope than that of the Committee on Females in the Department of Correction. For this reason, and because of the greater resources at your disposal, we feel that the matters discussed below may most profitably be considered by the Commission on Correctional Programs. Such coordination of effort is clearly envisioned in Sec. 3(b) of Senate Joint Resolution 749.

(1) Legal libraries. Testimony has been received by the Committee indicating that the North Carolina Department of Correction is under a federal court order to provide legal libraries to incarcerated prisoners, but has not complied with this order. (Citation)

The Committee anticipates investigation of this issue with respect to the North Carolina Correctional Center for Women, and will make appropriate recommendations to the General Assembly in accordance with its findings. With respect to the prison system as a whole, this issue is beyond the scope of the charge to the Committee, but within that of the Commission on Correctional Programs.

(2) Central Classification Board. The Committee has received a staff report on the procedures employed by the Central Classification Board. The Committee feels that the operations of the Board should be reviewed and consideration should be given to which procedural safeguards, if any, should apply to inmates whose cases are heard by the Board. As the Central Classification Board makes decisions for inmates in the entire prison system, this inquiry can most appropriately be made by the Commission on Correctional Programs.

(3) Indefinite Nonpunitive Segregation. The Committee has received a great deal of testimony concerning indefinite nonpunitive segregation (INS) and feels that the term itself is misleading. The deprivation of privileges involved when an inmate is placed on INS is severe enough to classify the segregation as punitive. Because it is punitive, inmates must be afforded at least some minimal procedural safeguards to protect their rights guaranteed by the due process clause of the Fourteenth Amendment to the U. S. Constitution. It appears that few, if any, such safeguards are currently provided. As with the case of the Central Classification Board, this issue concerns the entire prison system. It is of such gravity, however, that the Committee requests notification if, for any reason, the Commission on Correctional Programs will be unable to deal with the matter. The Committee will then devote as much time to the subject as its limited resources permit.

Pursuant to a resolution unanimously adopted at the March 25, 1976 meeting of the Legislative Research Commission Committee on Females in the Department of Correction, we refer these matters to the Commission on Correctional Programs for consideration.

Sincerely,

Lamar Gudger
Co-chairman

Lura S. Tally
Co-chairman

Legislative Research Commission Committee on Females in the Department of Correction

APPENDIX D

RESPONSE OF THE NORTH CAROLINA DIVISION OF PRISONS

INTERIM REPORT OF LEGISLATIVE RESEARCH COMMISSION

"FEMALES IN THE DEPARTMENT OF CORRECTION"

November 12, 1976

RECOMMENDATION:

1. That all physical examinations or extensive body searches at the North Carolina Correctional Center for Women should be conducted by, or, under the supervision of, a licensed physician or a registered nurse.

RESPONSE:

Vaginal and pelvic examinations have been done by registered nurses at NCCCW. This includes pap smears and diagnostic test for gonorrhea. All physical examinations have been done by a licensed physician and are now being done by a registered nurse who has recently completed her training to be a General Nurse Practitioner.

Sanitary implements are always used in these examinations. The speculum is always dropped immediately into a Zepherine solution and then scraped with a brush in soap and water; it is then autoclaved for twenty minutes before being put in the examination table drawer.

RECOMMENDATIONS:

2. That personnel on the medical staff be rotated regularly so that no physician or nurse will be treating the inmates continuously for a long period of time.

RESPONSE:

Nurses at the NCCCW currently rotate on shifts on a weekly basis (7:00 A.M. - 3:00 P.M.; 3:00 P.M. - 11:00 P.M.; 11:00 P.M. - 7:00 A.M.). It does not appear appropriate to the Division of Prisons to rotate staff with other Division of Prisons health agency if the idea of the Commission is to remove the health professional from the inmate environment. The only possible rotation that can be conceived at this point would be to rotate the female health professional to the male environment at Central Prison. It is doubtful that this change would work to the benefit of the employee. The correctional environment presents serious constraints to the continued professional relationship between the patient and the professional. As a long range goal, the Division of Prisons would recommend that selected health professionals be provided with a thirty-day professional leave every other year where they might change places with a nurse at a local hospital. This opportunity might provide a professional opportunity for the members of the Division of Prisons staff to acquaint themselves with the work of other professionals with a reciprocal understanding by health professionals in the free community with problems involved in the delivery of health services to the inmate population. The question of receptivity by outside hospitals remains unclear at this point.

RECOMMENDATION:

3. That the Department of Correction should review and reassess the psychological testing and psychological services provided for inmates at NCCCW.

RESPONSE:

Both the Psychological Services Director I and the consultant Psychologist at NCCCW feel that the present test battery being used is adequate. The battery consists of: the Revised Beta Exam (IQ), the Wide Range Achievement Test, the Psychological Test Record (Includes the Draw-A-Person, incomplete sentences, and problem item checklist), and the Minnesota Multiphasic Personality Inventory (MMPI), all of which are given on a routine basis. In addition to the above, the following tests are available to be administered on an individual basis: the Bender-Gestalt, the Rorschach, the Wechsler Adult Intelligence Scales (WAIS), and the Thematic Apperception Test (TAT). An additional test that we do lack is the Reitan Battery, for the detection of organic impairment (cost \$1,500). However, we are more than adequately covered since, if organic impairment is suspected, referrals are made to the psychiatrist for a neurological workup. The woman can be sent to Central Prison's neurological clinic. In summary, the psychological staff feel that no modification of the test battery is needed. Skills associated with test administration and interpretation are continuously updated. For example, Jim Panton (Research and Planning, DOC) always has ongoing research in the area of the MMPI.

There is a lack in available Psychologist personhours for interpretation and followup. What is needed is a second full time psychologist to aid in this area. This personhour lack extends into the area of administering and interpreting the additional tests on a routine basis. For example, the WAIS gives a more comprehensive estimate of intellectual functioning than does the Revised Beta Exam. However, administration takes approximately one and one-half hours per person as opposed to the less amount of time to give the Beta to a group.

A Psychological Assistant administers the routine battery. The time which a psychologist spends in administration of the individual tests detracts from the time that needs to be spent on psychological evaluations and treatment. There is also lack of time on the part of the rest of the Diagnostic Center staff for counseling and followup due to their other duties. Therefore, an additional case analyst, in addition to the second full time psychologist mentioned above, is needed.

The NCCCW psychologists do feel that, with the limited amount of staff, that Psychological Services is offering as much treatment and followup as possible. The availability of followup treatment is explained to all new admissions the first week that they are at the Center. All staff are aware that they can refer residents with problems to the Psychological Services staff. When a woman with a problem is identified, a referral is made immediately to Psychological Services, and the woman is followed until the problem is resolved. There is a very close working relationship

between Psychological Services and the Consultant Psychiatrist in the area of cross referrals.

The Commission also expressed concern about the assignment of inmates and whether or not analysis of the tests given to inmates was considered. The Director of the Diagnostic Center at NCCCW states that classification is based on a combination of tests results and the needs of the institution. For example, assaultiveness must be considered, as a woman with an assaultive background cannot be placed in the kitchen around knives, or in the sewing plant around scissors. Also, as NCCCW psychologists state, the tests listed above are not tests that generally indicate what type of job should be held in an institution. The Director of the Diagnostic Center at NCCCW is presently having all work supervisors throughout the institution attend training sessions on how to deal with women who have problems while they are on their job assignment in various areas in the institution. Furthermore, all staff at NCCCW will be attending 40 hours of Interpersonal Communications Skills training (IPCS). The recent additions to psychological services at NCCCW should be noted. Therapy groups are now run on reception for new admissions with the intent of helping them adjust to the prison setting and allowing them to bring to the surface their anxieties, fears and concerns about being in prison. Increased attention is being given to women with long terms, and therapy groups were started in August 1976 for women in medium custody with long sentences. A weekly therapy group is being run for safekeepers who are on lockup awaiting appeal. These new groups are in addition to the previously existing individual counseling, drug groups, problem solving groups, and transactional analysis groups. The psychologists are also to be commended for their efforts to extend psychological services through the recruitment of a Vista Volunteer and a Masters-level intern. These persons are being used to assist the psychologist in research projects which the psychologist had been doing on his own time. The ongoing research projects are: MMPI baseline data (an attempt to develop normative data on incarcerated females); internal-external levels of control (involves measurement on how an individual feels concerning the amount of control she has over her life and how this relates to her adjustment); and new admission adjustment (involves reduction of adjustment problems for new admissions, especially first offenders). The recruitment of these auxiliary persons was necessary as NCCCW's own staff is limited. However, it is felt that these research projects, when completed, can be extremely useful in program and treatment planning.

RECOMMENDATION:

4. That greater emphasis be placed on vocational training which will enable inmates to become productive members of society upon their release.

RESPONSE:

The staff at NCCCW agrees with this recommendation. A Cosmetology program made possible by a Federal Grant is due to start approximately November 1. However, this will need refunding by the State of North Carolina in two years. A six months secretarial science curriculum is presently being taught in the academic school. This is made possible solely by the

efforts of NCCCW's own staff, as Wake Technical Institute has refused to come on-site to teach this degree. Computer Science has been taught at the Center and this has been funded entirely by private funds as initiated by Liggett Group, Inc. However, these private funds end in January and NCCCW is presently trying to get a Federal grant to extend this program. The women who are completing this course have already been promised very good jobs. Also, the staff at NCCCW, again without funds and entirely on their own voluntary efforts, are presently in the process of establishing vocational training in child care. The staff has had to recruit volunteers to teach courses in child care and have had to secure private donations to fix up a child care workshop to be run on Sundays for the children of visitors. The Commission will recognize the problem of trying to keep any vocational training program, such as child care or computer science, continuously in operation depending only on volunteers and occasional private donations.

The Vocational Training Coordinator is also increasing use of off-site on the job training when it is available. This has presently been secured in such areas as auto body repair, tailoring and welding.

The paramount difficulty in the development of vocational training at the Correctional Center for Women is the non-availability of facilities. Appropriate steps have been taken to acquire the use of the prison laundry building which has been vacated. Plans are currently underway to develop a vocational training area within that structure. The limitations of this facility lie only in the structural changes which would be required. The relocation of existing equipment at the facility raises an immediate difficulty in relocating or removing the equipment. A second difficulty must be mentioned in the lack of cooperation from the local technical institute in Wake County. While many women at the Center would like to pursue training as nurses aids, it has been impossible to encourage the local technical institute to conduct this training on-site at the Center. There are residents who are in minimum custody, Level IV eligible to pursue a two-year degree at the technical institutes on campus. However, these women are usually placed on a waiting list even though they passed the admission test. In addition, it must be recognized that even when certain residents do complete the training program, Wake Medical Center, for example, will not hire them on work release or parole.

Finally, it must be recognized that not all residents at the Center can be trained, that not all residents at the Center are motivated to be trained nor to work despite efforts to motivate them, and that there are residents at the Center who are not capable of performing tasks other than very minial ones.

RECOMMENDATION:

5. That private industry be contracted with to employ inmates on jobs which can be accomplished within the Correctional Center for Women.

RESPONSE:

It is not totally apparent what the direction of this recommendation might be. However, the General Statutes make it clear that prison industries do not exist for the purposes of competing with the free enterprise system.

Additional legislation might be called for to make the appropriate changes.

RECOMMENDATION:

6. That inmates should be given work assignments at Mental Health Institutions and other state operated facilities where they are needed and measures to insure security have already been taken.

RESPONSE:

We feel that an arrangement of this type would be of tremendous benefit to both Mental Health Institutions and to this Correctional Community if the inmates were in Honor Grade and provided a method could be provided to implement it.

RECOMMENDATION:

7. That a facility should be constructed or converted in vocational training.

RESPONSE:

Plans are currently underway to make required changes in the existing laundry building and to transfer necessary equipment to make the building available for this purpose.

RECOMMENDATION:

8. That efforts to place inmates in jobs upon their release should be increased.

RESPONSE:

The staff at NCCCW fully agrees with this recommendation. NCCCW is presently using a VISTA Volunteer, who will only be at the institution for twelve months, to assist in meeting this great need. The Commission is aware that this institution houses women from across the State of North Carolina and that when these women are up for parole, it is extremely difficult for them to get jobs in another locale when they are housed here in Raleigh. NCCCW recommends three additional staff members to meet this need: One Program Supervisor, and two Program Assistants II.

RECOMMENDATION:

9. That courses in Adult Basic Education (ABE) should be made available to all offenders sentenced to terms greater than two years who have not graduated from high school.

RESPONSE:

Adult Basic Education is available to all residents at the institution. All residents are invited to go to school part time to achieve their GED. This invitation is extended by the Case Analyst when the woman first arrives at the Center. If she desires to pursue her education, she is contracted

to do so. The Learning Lab is presently operated from 3:30 - 4:30 and other teachers use their free period to teach adults. However, the staff at NCCCW has found that few of the adults desire to go to school to pursue their high school diploma. If some means were found to motivate them to do so, additional staff would be needed as adults are slow learners and a maximum of ten should be in a class together. The Academic School would therefore need three to four more state employed teachers (as the ESEA staff can only work with youthful offenders) and would also need additional classrooms.

RECOMMENDATION:

10. That the teaching and tutoring skills of both inmates and staff persons be utilized to the greatest extent possible.

RESPONSE:

Residents are presently teaching such courses as Art. Other residents are being allowed to use their skills and job assignments, such as physical therapy under a nurse's supervision, typing in a clerical job, being a nurses' aide in the institution hospital, and being a beautician in the institution beauty shop.

However, testing has revealed that achievement level is not consistent with what the residents claim as their education. Testing has revealed that residents are not always able or qualified to teach. Furthermore, because of the problem that one resident experiences in trying to teach a class of other residents, those resident teachers have requested to be reassigned and not teach. The staff has found a one-on-one basis in the dormitory areas is most successful in reference to one inmate teaching another. Inmates presently help other inmates learn how to read, write and do various arts and crafts.

RECOMMENDATION:

11. That the Pre-Release and Aftercare Programs of the Department of Correction be continued and expanded.

RESPONSE:

The staff at NCCCW fully agrees to this recommendation. However, even an expanded Pre-Release and Aftercare Program would not deal with all the women that staff at NCCCW feels that type of program should respond to: Potential parolees, work release candidates, and women who are near their free dates. Therefore, in May 1976, NCCCW began its own Pre-Release Program which it calls Re-Entry Program. The Re-Entry Program takes all women at NCCCW who are within sixty days of being released free and women who are eligible to go out on work release in the community. This program is taught entirely by volunteers and responds to the specific problems that a female offender, as opposed to a male offender faces upon leaving prison and returning to the community. It gives special attention to the problems a woman will face upon returning to her family and also to the single divorced and widowed woman/mother.

RECOMMENDATION

12. That the building used for disciplinary segregation be converted to some other use that is feasible and destroyed if not amendable to conversion.

RESPONSE:

The staff at NCCCW disagrees with this recommendation. Forty two per cent of the population at NCCCW are presently serving time for assaultive crimes. The population is therefore different from five to ten years ago when the majority were serving time for forgery, shoplifting or worthless checks. The segregation building is necessary to help certain inmates be protected from themselves and to protect other inmates and staff from inmates who would harm them. Furthermore, the segregation building decreases stimulation of those inmates who are prone to act out and who are easily agitated by other inmates. An indicator of the increasingly assaultive element of the population at NCCCW is the number of staff assaulted in the past twelve months: There have been eight attacks on staff during that time. That number represents the actual physical attacks and does not take into account the numerous times (per week) that urine, food, and other items are thrown at or on staff. Staff at NCCCW feels that neither the Commission nor the public is aware of the abuse to which certain inmates can subject not only staff but other inmates.

RECOMMENDATION:

13. That procedures concerning indefinite non-punitive segregation should be revised.

RESPONSE:

This is in the process of being revised.

RECOMMENDATION:

14. That a position be established for Coordinator of Voluntary Programs.

RESPONSE:

The staff at NCCCW agrees with this recommendation; but feels that the choice of the Chaplain will be inappropriate. Inmates already complain that too many of the volunteers just want to take them to church and not to other activities. The Center presently has as many religious volunteers as it needs. Volunteers are needed to take the women to cultural events and recreational activities.

Despite one staff member presently handling the volunteer program in addition to several other programs, the Correctional Center for Women has still been unable to recruit 80 active in-unit volunteers which handle such programs as AA, Toastmasters, China Art Painting, Drama, Weight Watchers, Rape Crisis referrals, oral hygiene, and modern dance. The chief difficulty is that there are only 49 off-site volunteer sponsors, (those who

take residents to movies, athletic events, plays, etc.) and that there are 30 to 50 residents who are eligible to go off-site and do not have a sponsor.

RECOMMENDATION:

15. That the facilities at Richard T. Fountain Training School be used for Female Youthful Offenders convicted of misdemeanors.

RESPONSE:

The staff at NCCCW does agree that a separate facility is needed for Youthful Offenders. Despite the intensive program which began in February, 1976 for Youthful Offenders, the positive results of that program are offset to some degree by youthful offenders' contact with members of the adult population.

RECOMMENDATION:

16. That incentive pay be uniformly available to inmates performing institutional work.

RESPONSE:

The NCCCW is in compliance with this recommendation already.

RECOMMENDATION:

17. That a complete plan should be developed for each inmate as part of the orientation and classification process.

RESPONSE:

The NCCCW is already in compliance with this recommendation. During the first two weeks of a new admission's stay at the Center, she receives the following special attention: (a) An admission briefing; (b) A session with a trained reception officer; (c) A complete physical examination; (d) Orientation, which consists of sessions with staff members who represent all areas of the institution, and who explain all programs, rules and regulations, medical services, etc.; (e) Intake with the correctional program assistants; (f) Adjustment group run by the social worker and psychologist; (g) Session with the social worker in which the inmates relate any problems they may be experiencing with their children or family; (h) establishment of a plan with the help of the case analyst; (i) individual sessions with the superintendent; (j) meeting with the institutional classification committee at which time she receives a job assignment. All of this attention is in addition to psychological testing, etc. Also, when the woman meets the Honor Grade Committee, she signs a contract as to what she is to accomplish before her next review. In addition, all Committed Youthful Offenders presently are put immediately on the Mutual Agreement Program. This program consists of a contract signed by the youthful offender herself, a representative of the Parole Commission, all parole commission members, and a representative of the institution. This contract represents a mutual agreement between the inmate, the Parole Commission, and the institution as to what the youthful offender should accomplish before receiving her parole.

ADDENDUM:

The staff at the North Carolina Correctional Center for Women feels that one additional recommendation needs to be made: the hiring of additional correctional officers for the institution.

This recommendation in no way implies a preoccupation with custody or a tendency to be custody-oriented. Rather, the treatment staff recognizes that the correctional officers make possible the proper atmosphere needed if treatment is to, first of all, be possible and secondly, be effective.

The Commission can understand that when there are not enough officers to always have even one officer in a dormitory cell block housing 78 women, assaults, both sexual and physical, take place. This situation is not conducive to the female inmate being mentally and emotionally able to respond to treatment. Regardless of adjustment and relaxation and therapy groups conducted for inmates, a tension-packed atmosphere caused by lack of supervision offsets any adjustment that the woman could make. Regardless of how much vocational and academic training is made available, if the atmosphere in the cell block is not conducive for study and honest efforts to progress, then the positive benefits of such training are offset.

APPENDIX E

TENTATIVE BUDGET
WAKE TECHNICAL INSTITUTE
COURSES TAUGHT AT N.C.C.C.W.

Below is a summary of the projected costs of having instructors from Wake Technical Institute conduct three courses at N.C.C.C.W. The following pages contain a description and budget breakdown for each program and for coordination of the programs.

<u>PROGRAM</u>	<u>COST</u>
Accounting Clerk	\$17,347.92
Retail Sales Attendant	17,040.12
Key-Punch Operator	17,421.72
Programmed Materials Laboratory	<u>16,052.92</u>
TOTAL	<u>\$67,862.68</u>

PROGRAMMED MATERIALS LABORATORY

COSTS OF OPERATING FACILITY ON FULL-TIME BASIS FOR ONE CALENDAR YEAR

Coordinator Salary (\$1,047 per month x 12)		\$12,564.00
Employer Cost of Benefits		
Retirement	\$ 1,145.88	
Social Security	735.00	
Unemployment	84.00	
Workmen's Compensation	125.64	
Medical Insurance	<u>266.40</u>	
		2,356.92
Travel (For supervisor of off-campus activity - based on one roundtrip per week between Institute and Women's Center, 880 miles x \$0.15 per mile)		132.00
Materials and Supplies (Expenditure for software items required for 12-month period)		1,000.00
TOTAL		<u>\$16,052.92</u>

ACCOUNTING CLERK
(219.488)

Performs variety of routine calculating, posting, and typing duties to accomplish accounting: Posts details of business transactions, such as allotments, disbursements, deduction from payrolls, pay and expense vouchers, remittances paid and due, checks, and claims. Computes and records interest charges, refunds, cost of lost or damaged goods, freight or express charges, rentals, and similar items. May type vouchers, invoices, account statements, payrolls, periodic reports, and other records. May be designated according to type of accounting performed.

Length of Training Program: Two academic quarters (22 weeks)

Courses in Training Program:

First Quarter

Total Hours

Secretarial Accounting I
Communication Skills
Business Mathematics
Typewriting I

110
55
55
55
275

Second Quarter

Total Hours

Secretarial Accounting II
Human Relations
Typewriting II
Records Control

110
55
55
55
275

ACCOUNTING CLERK

Two-Quarter Program

I. SUMMARY OF PROGRAM COSTS FOR ONE TRAINING CYCLE

Instructor Salary (\$1047 per month x 6) \$ 6,282.00

Employer Cost of Benefits

Retirement	\$ 572.94
Social Security	367.50
Unemployment	42.00
Workmen's Compensation	62.82
Medical Insurance	<u>133.20</u>

1,178.46

Travel (For supervision of off-campus activity - based on one roundtrip per week between Institute and Women's Center, 440 miles x \$0.15 per mile) 66.00

Textbooks and Supplementary Materials (\$56.50 per student x 15 students) 847.50

Laboratory Supplies (\$10 per quarter x 15 students x 2 quarters) 300.00

TOTAL FOR ONE TRAINING CYCLE, SIX MONTHS \$ 8,673.96

II. COSTS FOR ONE CALENDAR YEAR (TWO TRAINING CYCLES) \$17,347.92

RETAIL SALES ATTENDANT
(290.468)

Aids customer in locating merchandise in self-service store. Obtains merchandise from stockroom when not on floor. Directs customer to fitting rooms, and directs or escorts customer to cashier. Keeps merchandise in order. May mark or ticket merchandise.

Length of Training Program: One academic quarter (11 weeks)

Courses in Training Program:

<u>First Quarter</u>	<u>Total Hours</u>
Merchandising Mathematics	55
Communication Skills	55
Customer Relations	55
Advertising and Displaying Merchandise	55
Fundamentals of Selling	55
	<u>275</u>

RETAIL SALES ATTENDANT

One-Quarter Program

I. SUMMARY OF PROGRAM COSTS FOR ONE TRAINING CYCLE

Instructor Salary (\$1,047 per month x 3) \$ 3,141.00

Employer Cost of Benefits

Retirement	\$ 286.47
Social Security	183.75
Unemployment	21.00
Workmen's Compensation	31.41
Medical Insurance	<u>66.60</u>

589.23

Travel (For supervision of off-campus activity - based on one roundtrip per week between Institute and Women's Center, 220 miles x \$0.15 per mile) 33.00

Textbooks and Supplementary Materials (\$28.12 per student x 15 students) 421.80

Laboratory Supplies (\$5 per quarter x 15 students) 75.00

TOTAL FOR ONE TRAINING CYCLE, THREE MONTHS \$ 4,260.03

I. COSTS FOR ONE CALENDAR YEAR (FOUR TRAINING CYCLES) \$17,040.12

KEY-PUNCH OPERATOR
(213.582)

Operates alphabetic and numeric key-punch machine, similar in operation to electric typewriter, to transcribe data from source material onto punchcards and produce prepunched data: Attaches skip bar to machine and previously punched program card around machine drum to control duplication and spacing of constant data. Loads machine with decks of punchcards. Moves switches and depresses keys to select automatic or manual duplication and spacing, select alphabetic or numeric punching, and transfer cards through machine stations. Depresses keys to transcribe new data in prescribed sequence from source material into perforations on card. Inserts previously punched card into card gage to verify registration of punches. Observes machine to detect faulty feeding, positioning, ejecting, duplicating, skipping, punching, or other mechanical malfunctions and notifies supervisor. Removes jammed cards, using prying knife. May tend machines that automatically sort, merge, or match punchcards into specified groups.

Length of Training Program: One academic quarter (11 weeks)

Courses in Training Program:

<u>First Quarter</u>	<u>Total Hours</u>
Keypunch Machine Operations	110
Communication Skills	55
Human Relations	55
Introduction to Data Processing	55
	<u>275</u>

KEY-PUNCH OPERATOR

One-Quarter Program

I. SUMMARY OF PROGRAM COSTS FOR ONE TRAINING CYCLE

Instructor Salary (\$1,047 per month x 3) \$ 3,141.00

Employer Cost of Benefits

Retirement	\$ 286.47
Social Security	183.75
Unemployment	21.00
Workmen's Compensation	31.41
Medical Insurance	<u>66.60</u>

589.23

Travel (For supervision of off-campus activity - based on one roundtrip per week between Institute and Women's Center, 220 miles x \$0.15 per mile) 33.00

Textbooks and Supplementary Materials (\$34.48 per student x 15 students) 517.20

Laboratory Supplies (\$5 per quarter x 15 students) 75.00

TOTAL FOR ONE TRAINING CYCLE, THREE MONTHS \$ 4,355.43

II. COSTS FOR ONE CALENDAR YEAR (FOUR TRAINING CYCLES) \$17,421.72

